



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>REVIEW APPRAISER</b>	<b>37</b>	<b>B</b>	<b>7.422</b>

Under direction, incumbents in this class appraise real property and review appraisals of all types of properties including complex commercial, industrial and special purpose; prepare fully-supported and documented determinations of just compensation for the acquisition of rights-of-way or disposal of surplus properties; conduct market rent studies and cost estimates; and serve as an expert witness in condemnation proceedings.

Review appraisals conducted by department staff or private contractors to establish just compensation and ensure compliance with State law, federal regulations, Uniform Standards of Professional Appraisal Practice (USPAP) and agency policies; review the appraisal method used; check the accuracy of calculations and documentation; ensure that neither damage nor benefit have been overlooked, and that only compensable items were included.

Appraise the fair market value of real property including commercial, industrial, residential and other types of property; select the appropriate approach for appraisals, research and document the approach used, and reach sound conclusions regarding the value of properties.

Consult and advise affected parties including attorneys, district supervisors, engineers, agents and others concerning property valuations; respond to technical questions, provide information, and make presentations before boards, commissions and other groups as required.

Prepare acquisition cost estimates and market rent estimates, and conduct studies for division management; prepare and maintain records, working files, required forms and other documentation related to the appraisal process.

Participate in court proceedings for condemnation actions as an expert witness.

Participate in right-of-way settings regarding proposed projects.

Interpret legal and engineering documents for performing real property appraisals.

Perform related duties as assigned.

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### MINIMUM QUALIFICATIONS

#### SPECIAL NOTES AND REQUIREMENTS:

- \* Some positions require a valid driver's license or evidence of equivalent mobility.
- \* Incumbents must acquire and maintain current licensure as a Certified General Appraiser issued by the Nevada State Real Estate Division within the probationary period as a condition of employment.

### MINIMUM QUALIFICATIONS (cont'd)

**EDUCATION AND EXPERIENCE:** Bachelor's degree in business or public administration, real estate, finance or related field, three years of experience as a real property appraiser or intern, and current licensure as a Certified General Appraiser; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** advanced appraisal principles, practices and techniques; applicable laws and regulations including the Uniform Standards of Professional Appraisal Practice; real estate and title law; various construction types, materials and building methods used throughout the State in order to determine building class and quality; methods of extracting pertinent information from sources for use in the valuation process; real estate economics including the impact of market conditions on property values. **Ability to:** operate a personal computer and related software in order to graph, chart and analyze data; read and interpret legal and engineering documents applicable to making real property appraisals; communicate orally in English in individual and group settings, including telephone and face-to-face contact; produce documents written in English using proper sentence structure, grammar, spelling and punctuation; read and evaluate labor or material cost estimates, blueprints and work plans; interact cooperatively with property owners, consultants, co-workers and others using tact, courtesy and diplomacy. **Skill in:** the application of professional appraisal approaches and techniques; drawing final value conclusions and in justifying and documenting those conclusions for negotiation or condemnation; conducting thorough field inspections of subject properties; preparing accurate field reports, cost estimates and market rent studies for acquisition, disposal or property management.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** statutes, rules, regulations and procedures related to right-of-way; documentation requirements of the Right-of-Way Division; professional approaches and techniques used in real estate appraisal for right-of-way purposes, damages and/or special benefits to remainder properties resulting from partial right-of-way takings.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

### 7.422

ESTABLISHED: 10/1/67  
REVISED: 2/26/76  
REVISED: 7/1/93P  
9/24/92PC  
REVISED: 7/5/02UC